

**TOWN OF ENFIELD, CONNECTICUT**  
**REQUEST FOR PROPOSALS / REQUEST FOR QUALIFICATIONS**  
**ON-CALL GRANT WRITING CONSULTING SERVICES**

September 26, 2022

Sealed responses for the services named above will be received at the Office of the Director of Finance until 11:00am, Wednesday, October 12, 2022. Thereafter, the names of those submitting proposals and qualifications will be opened in public and read aloud or opened and read aloud pursuant to the applicable provisions of the Governor's Executive Orders. Responses received after this date and time will not be considered.

RFP/Q documents will be available from the Director of Economic & Community Development, Enfield Town Hall, 820 Enfield Street, Enfield, CT 06082, telephone number (860) 253-6391 or the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov).

The Town of Enfield reserves the right to accept or reject any, all, or any part of responses, to waive formalities or informalities, and to make awards that are deemed to be in the best interests of the Town.

The Town is an affirmative action/equal opportunity employer. Disadvantaged, minority, small and women-owned business enterprises are encouraged to respond.

John A. Wilcox  
Director of Finance  
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT**  
**REQUEST FOR PROPOSALS / REQUEST FOR QUALIFICATIONS**  
**STANDARD INSTRUCTIONS**  
**ON-CALL GRANT WRITING CONSULTING SERVICES**

1. INTRODUCTION

The Town of Enfield is seeking a qualified and experienced professional grant writing consultant with a proven track record of researching, developing, writing, preparing and submitting successful grant proposals for federal and state government grants. Primary responsibilities include responding to grant opportunities selected by the Town and providing guidance. Details of responsibilities are described in this RFP/RFQ under “Scope of Work & Qualifications.”

2. KEY EVENT DATES

Advertisement of RFP/Q	September 26, 2022
Public Opening of Responses	11:00 am, Wednesday, October 12, 2022
Contract(s) Awarded (Not Definite)	October 26, 2022

3. OBTAINING RFP/RFQ DOCUMENTS

Specifications and RFP/Q documents may be obtained from the Director of Economic & Community Development, Enfield Town Hall, 820 Enfield Street, Enfield, CT 06082, telephone number (860) 253-6391 or from the Town’s website, [www.enfield-ct.gov](http://www.enfield-ct.gov). Any questions regarding this RFP/RFQ shall be emailed to [ntereso@enfield.org](mailto:ntereso@enfield.org)

4. RFP/RFQ RESPONSE SUBMISSION INSTRUCTIONS

One (1) original and two (2) copies of all responses must be submitted in a sealed envelope clearly marked “RFP/RFQ – TOWN OF ENFIELD ON-CALL GRANT WRITING CONSULTING SERVICES”. If forwarded by mail or courier, the sealed envelope must be addressed to “Director of Finance, Town of Enfield, 820 Enfield Street, Enfield Connecticut 06082”. Responses must be at the office of the Director of Finance by the time of the Public Opening of Responses date noticed in in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first response is publicly opened will NOT be accepted.

5. PRESUMPTION OF CONTRACTOR BEING FULLY INFORMED

At the time the first response is opened, each Consultant is presumed to have read and be thoroughly familiar with all RFP/RFQ and contract documents herein. Failure or omission of the Consultant to receive or examine any information shall in no way relieve any Consultant from obligations with respect to their response.

6. MODIFICATIONS AND ADDENDA

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP/RFQ if the Town determines it is in the Town’s best interest. Any such action shall be effected by a posting on the Town’s website, <http://www.enfield-ct.gov>. Each Consultant is responsible for checking the Town’s website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP/RFQ as modified by the addenda.

7. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

8. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions.

9. INSURANCE

Consultant shall agree to maintain in force at all times during the contract the following minimum coverage. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A" VIII. In addition, all Carriers are subject to approval by the Town of Enfield. Minimum Limits:

- A. Commercial General Liability Each Occurrence \$1,000,000, \$2,000,000 Aggregate. Town of Enfield shall be named as an Additional Insured.
- B. Auto Liability Combined Single Limit \$1,000,000 for all owned, hired and non-owned vehicles for property damage and liability. Town of Enfield shall be named as an Additional Insured. (Coverage will not be required if Consultant is working remotely or using personal auto).
- C. Professional Liability/Errors and Omissions coverage to be provided with a \$1,000,000 limit and \$1,000,000 aggregate.
- D. Workers' Compensation - For all the employees employed on said Work shall be maintained in accordance with Connecticut's Workers' Compensation Act. In case any class of employees engaged in hazardous Work under the contract at the site of the Work is not protected under the Workers' Compensation Act, the contractor shall provide Workers' Compensation Insurance for the protection of its employees not otherwise protected. (Coverage will not be required if Consultant is a sole proprietor with no employees).
- E. A thirty (30) day Notice of Cancellation applies for the Town of Enfield.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

10. INDEMNIFICATION AND HOLD HARMLESS

The Consultant(s) shall hold harmless, defend and indemnify the Town of Enfield ("the Town") from all loss, liability, damage, penalty, expense or fee, including attorney's fees, or other costs or obligations which result from or arise out of the performance or breach of obligations of the Consultant, any employee, agent or personnel, including without limitation, claims brought against the Town by third parties, employees of the Town, or employees of the Consultant. The indemnification provisions shall survive the termination of the Contract.

11. FAIR EMPLOYMENT PRACTICES

The Consultant(s) agrees not to discriminate against any employee or applicant for employment in the performance of this work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition

proscribed by State or Federal law.

12. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends on entering into an on-call contract with the successful Consultant(s). The contract will include and incorporate the provisions of this Request for Proposals / Request for Qualifications, including the Standard Instructions and the Scope of Work and Qualifications, and Response Form submitted by the successful Consultant(s). In the event of any conflict between the Request for Proposals / Request for Qualifications and the successful Consultant's proposal, the Request for Proposals / Request for Qualifications shall prevail.

13. TERM OF CONTRACT

The term of this contract shall commence on date of award and shall expire on June 30, 2023. Subsequent one (1) year renewals, at the option of the Town of Enfield, may be available for two (2) additional years. The total contract period, including all renewals, shall not exceed twenty-four (24) months. Written notice(s) of such renewals will be sent by U.S. Mail to the Consultant(s) no later than 30 (thirty) days prior to the commencement of the Town's next following fiscal year.

14. AWARDING THE CONTRACT

The Town of Enfield reserves the right to accept or reject, any, all, or any part of responses, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town. The Town reserves the right to make multiple awards from this RFP/RFQ.

It is the Town's policy to not award to those who owe Town of Enfield prior year(s) property taxes.

The "Contract Awarded" date in section 2. entitled Key Event Dates is the date the contract is anticipated to be awarded. It is not a date certain.

15. NON-APPROPRIATION

The Town's fiscal year commences on July 1st and ends on the next following June 30th. The contract for these services will be subject to the appropriation and disbursement of funds by the Town sufficient for the contract for these services for each fiscal year in which the Contract is in effect. The Town shall have the right to terminate the Contract in whole or in part without penalty to the Town in the event that sufficient funds to provide for Town payment(s) under the Contract are not appropriated, not authorized, or not made available or such funding has been reduced. In the event that the Contract is subject, in whole or in part, to the appropriation and disbursement of Federal and/or State funds and such funds are not appropriated or are not disbursed to the Town, the Town shall have the right to terminate the Contract in whole or in part without penalty to the Town.

END OF STANDARD INSTRUCTIONS

## **TOWN OF ENFIELD, CONNECTICUT**

### **SCOPE OF WORK & QUALIFICATIONS**

#### **ON-CALL GRANT WRITING CONSULTING SERVICES**

##### **SCOPE OF WORK**

The Town of Enfield (hereinafter referred to as the “Town”) is requesting Proposals from qualified Consultants (hereinafter referred to as “Proposer”) to provide grant writing and/or grant consulting services. Prior to submitting a Proposal, Proposers are advised to carefully read the instructions below.

The following are typical grant writing services that the successful Proposer will be required to provide if awarded the contract and should be addressed in each proposal:

- Funding needs analysis – Work with the Town’s departments to assess the validity of current funding priority areas, review existing planning documents, and identify new priority areas for funding.
- Grant Funding Research – Conduct research to identify grant opportunities and funding mechanisms including, but not limited to, federal, state, local, foundation, agencies, and organizations that support the Town’s funding needs and priorities. The successful Proposer shall submit a written list of prospective sources, advise on the appropriateness of each funding opportunity and how to approach them.
- Grant Proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of the Town, including the preparation of funding abstracts, production/compilation of grant application documentation, and submittal of applications to funding sources. The Proposer shall be required to review grant solicitation requirements and all pertinent materials provided by the funding entity (e.g. notice of funding availability, frequently asked questions and webinars). A copy of each grant application submitted is to be reviewed and approved by the Town prior to submission.
- Monthly Reports – The successful Proposer shall submit monthly reports to the Town summarizing the amount of time expended and describe activities undertaken during the previous month.

##### **PROPOSALS & QUALIFICATIONS**

The Town of Enfield will not be liable for costs incurred in the preparation of the response to this RFP/RFQ or in connection with any presentation before the Town. Consultants shall submit the following in their proposal submission:

- Letter of Transmittal – A letter addressed to the Deputy Director of Economic & Community Development which includes a statement by the respondent accepting all terms and conditions contained in this RFP/RFQ. The letter should also include a brief discussion of the consultant’s background and ability to perform this contract in accordance with the Scope of Work. The letter must be signed by the firm’s authorized official. The letter must also provide the name, title, address, and telephone number for the person who may be contacted for the purpose of clarifying any information provided in the submission.
- Project Understanding – Statement regarding the firm’s qualifications related specifically to Grant Writing Services and detail on the firm’s understanding of the requirements

presented in this RFP/RFQ. Describe, in detail, the process you would utilize to prepare the actual grant applications submittals. A writing sample of a successful grant application is to be provided as part of the proposal submission.

- Service and Staffing Plan – List your experience in the identification, preparation, and/or administration of grants for municipalities. Specifically, detail your experience with federal and state grants for infrastructure improvement, parks and recreation, economic & community development, brownfield redevelopment and capital projects. Describe the background, experience, and qualifications of the person(s) who will act as the grant writer(s) and the qualifications of any staff who will assist with the preparation of grant applications (include their resume, role, education, relevant experience, and related qualifications).
- References – Provide a minimum of three (3) references for which work of a similar scope was conducted. Include the names, titles, addresses and telephone numbers for individuals that the Town may contact.
- Previous Experience – List a minimum of five (5) funded grants in the last three (3) years which you developed detailing the funding source, amount requested, and amount funded.
- Fee Proposal – Each Proposer will need to describe in detail the fee structure for providing grant writing services. Provide staffing information and hourly rates as part of the fee structure. Hourly rates shall remain firm throughout the duration of the contract period. Grant Writing Services shall be performed on a project-by-project basis, based upon a request by the Town. Please include the name, title, address, and telephone number for the individual with authority to negotiate and contractually bind the firm. The Town reserves the right to negotiate the fees and payment schedules with the selected consultant.

### **SELECTION, CRITERIA, EVALUATION & AWARD**

The Town will evaluate submissions based on factors such as background and experience in providing similar services; the specific background, education, qualifications and relevant experience of key personnel to be assigned to the project; references; technical understanding of the scope of services to be provided; proposed fees; and other relevant criteria. It is the Town's intention to develop a list of qualified on-call grant writing consultants who will be asked to submit grant writing proposals on a project-by-project basis. On a project-by-project basis, the Town reserves the right to make an award to a Consultant other than one with the lowest proposal cost if it is in the best interests of the Town.

The Town reserves the right to reject any or all submissions or parts thereof for any reason, and to waive any informalities or minor inconsistencies with this RFP/RFQ. The Town anticipates inviting the Consultants with the most responsive submissions for a virtual interview detailed presentation before representatives from the Town. Following the interview process, the Town will award a contract to each Consultant it determines is best qualified to perform the required services.

### **TERMS & CONDITIONS**

- All proposals in response to this RFP/RFQ are to be the sole property of the Town of Enfield. Proposers are encouraged not to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
- Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP/RFQ is to be the sole property of the Town.
- Timing and sequence of events resulting from this RFP/Q will ultimately be determined by

the Town.

- The Proposer agrees that the proposal will remain valid for a period of 90 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- The Town may amend or cancel this RFP/RFQ, prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Town.
- The Proposer must certify that the personnel identified in its response to this RFP/RFQ will be the persons actually assigned to the project. Any additions, deletions or changes in personnel assigned to the project must be approved by the Town in advance of their exclusion or inclusion, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Town. At its discretion, the Town may require removal and replacement of any of the Proposer's personnel who do not perform adequately on the project in the sole opinion of the Town, regardless of whether they were previously approved by the Town.
- Any costs and expenses incurred by Proposers in preparing or submitting this proposal are the sole responsibility of the Proposer.
- A Proposer must be prepared to present evidence of experience and ability necessary to satisfactorily meet the requirements set forth or implied in the proposal.
- No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the Town at the Proposer's sole cost and expense.
- The Proposer represents and warrants that the proposal is not made in connection with any other Proposer and is in all respects fair and without collusion or fraud. The Proposer further represents and warrants that the Proposer did not participate in any part of the RFP/RFQ development process, had no knowledge of the specific contents of the RFP/RFQ prior to its issuance, and that no agent, representative or employee of the Town of Enfield participated directly in the Proposer's proposal preparation.
- The Proposer must accept the Town standard contract language and Conditions.
- The contract will represent the entire agreement between the Proposer and the Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town shall assume no liability for payment of services under the terms of the contract until the successful Proposer is notified that the contract has been accepted and approved by the Town. The contract may be amended only by means of a written instrument signed by the Town and the Proposer.
- The Town reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Proposer is in default of any prior Town contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP/RFQ. The Town also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the Town will be served.
- Written affirmation that the Proposer has read and accepts the RFP/RFQ's conditions, the Town's standard contract and conditions and the Town's contract compliance requirements in their entirety and without amendment must be submitted with the Proposer's qualifications and proposal. The statement must be signed by the Proposer.

END OF SCOPE OF WORK & QUALIFICATIONS

**TOWN OF ENFIELD, CONNECTICUT**

**RESPONSE FORM**

**ON-CALL GRANT WRITING CONSULTING SERVICES**

[RESPONSE FORM REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies that its proposal and qualifications are submitted without collusion and all responses are true and accurate. If awarded the contract, it is agreed that this forms a contractual obligation to provide services at fees specified in the proposal, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this RFP/RFQ.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Person

\_\_\_\_\_  
Company Title of Authorized Person

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address of Company

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

**END OF RESPONSE FORM**

**SAMPLE AGREEMENT**

**AGREEMENT BY AND BETWEEN  
THE TOWN OF ENFIELD AND \_\_\_\_\_**

**ON-CALL GRANT WRITING CONSULTING SERVICES**

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between the Town of Enfield, a municipal corporation organized and existing under the laws of the State of Connecticut, with a principal office at 820 Enfield Street, Enfield, Connecticut 06082 (hereinafter referred to as the "Town") and \_\_\_\_\_, a Connecticut (corporation/limited liability company/partnership) located at \_\_\_\_\_, \_\_\_\_\_, Connecticut 06\_\_\_ (Vendor).

The Town and Consultant enter into this Agreement whereby the Consultant shall provide to the Town On-Call Grant Writing Services.

The term of this Agreement shall commence on the date set forth above and shall continue for the period set forth in the Request for Proposals / Request for Qualifications referenced below.

The terms and conditions of this Agreement are set forth in the following documents that are attached and made a part hereto and are incorporated by reference:

1. Request for Proposals / Request for Qualifications entitled "On-Call Grant Writing Consulting Services"; and
2. The Standard Instructions entitled "On-Call Grant Writing Consulting Services"; and
3. Scope of Work and Qualifications entitled "On-Call Grant Writing Consulting Services" and
4. Response Form entitled "On-Call Grant Writing Consulting Services".

The Town may terminate this Agreement for convenience.

This Agreement cannot be altered, modified, amended or revised except by an instrument in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

Consultant Name

Town of Enfield

By: \_\_\_\_\_  
[name]  
[title]

By: \_\_\_\_\_  
Ellen Zoppo-Sassu  
Town Manager